

Delgado Community College  
Purchasing Department  
501 City Park Avenue, Bldg 37  
New Orleans, Louisiana 70119  
(504) 762-3027

**Invitation to Bid**

**Bid Name:**  
R0020261 – LED Retrofit Interior Lights

**Due By & To Be Opened On:**  
June 9, 2020 at 2:00PM CST

**Contact Person:**  
Wendy Boesch  
Senior Buyer  
(504) 762-3031

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NAME OF COMPANY

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ADDRESS

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CITY, STATE, ZIP

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PHONE NUMBER	FAX NUMBER	EMAIL
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SIGNATURE OF COMPANY REPRESENTATIVE

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NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

***\*\* This form must be completed and submitted with your bid***

## I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Wendy Boesch at the following address:

Delgado Community College  
O'Keefe Administration Building  
501 City Park Avenue, Building 37  
New Orleans, La 70119  
Email: [wboesc@dcc.edu](mailto:wboesc@dcc.edu)  
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

2. Sealed bids may be submitted by mail or in person. Mailed bids and hand carried bids shall go to the address in item #1. **Bids are to be delivered to the attendant at the front Desk.** The bid name and number shall be on the outside of the packaging, including express mail. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov).)

**II. BID FORM**  
**R0020261 – LED Retrofit Interior Lights**

**SCOPE OF WORK:**

The successful bidder shall furnish and deliver the items listed below to Delgado Community College  
615 City park Ave, New Orleans, LA 70119.

**LIST OF ITEMS:**

No.	Qty	UOM	Item & Model/Part No	Model/ Brand Bid	Unit Price	Total Price	Delivery ETA
1)	211	EA	Type F1 Metalux CZRK Cruze LED Retrofit Kit -- Part #: 24CZRK-LD4-50-UNV-L840-CD1-U or equivalent.				
2)	22	EA	Type F2 Metalux LED Cruze ST 22C2 – Part #: 22CZ2-32-UNV-L840-CD1-U or equivalent.				
3)	12	EA	Type F3 Halocom Retrokit collar ring – Part # HC8R40D010 or equivalent.				
4)	12	EA	Type F3 Halocom LED Module – Part # HM83040840 or equivalent.				
5)	12	EA	Type F3 Halocom Trim– Part # 81WDCWF or equivalent				
6)	1	LOT	Shipping/Handling/Freight				

**TOTAL BID AMOUNT OF ALL LINE ITEMS:** \_\_\_\_\_

*NOTE: All shipping, handling, setup, or any other charges necessary for the provision and delivery of these goods and/or services must be included in your bid. The College will not pay for any charges invoiced other than the unit price as stated on the bid.*

**By signing below, the Vendor/Contractor agrees that he/she complies with all bid requirements and special conditions as stated in the bid and has reviewed and received any and all addenda if applicable.**

**Signature** \_\_\_\_\_

***\*Bid must be submitted on this form***

### III. SPECIAL CONDITIONS

1. Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations.

All bids must be submitted on the form(s) furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for the completion of this bid proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with these requirements may cause your bid to be disqualified.

A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.

Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be clearly stated on the bid form. The College will not be responsible for freight charges not clearly stated as a part of this bid.

Delgado Community College reserves the right to reject any and all bids and to waive any informality.

It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.

2. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the Vendor's disposition or returned to the Vendor via Freight Collect. If the Vendor fails to make satisfactory replacement within a reasonable time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere.
3. If item(s) or services bid do not fully comply with specifications, including brand and/or product number, bidder must state in what respect the item(s)/services deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.
4. The College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
5. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Vendor must state the brand/model he or she is bidding on each item.

It shall be the sole responsibility of the Vendor to prove equivalency. Vendor shall submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

6. If a vendor wishes to submit an alternate bid in addition to the brand/model requested, he or she may submit one (1) alternate bid. The alternate bid must be a separate submission, must be clearly marked as an alternate, and must include all applicable forms (i.e., jobsite visit). In addition, a separate, signed cover sheet must be submitted with the alternate.
7. Bids must be submitted in a sealed envelope with the bidder's name, license number, if applicable, and the name and number of the bid written on the front of the envelope. Bids received without this information will be disqualified.

*In accordance with R.S. 37:2163A, Contractors' License number in the appropriate classification(s) must appear on the bid envelope submitted on all projects in the amount of \$50,000 or more (and \$1.00 or more if hazardous materials are involved).*

8. Any questions arising from either the specifications and/or jobsite visit must be addressed in writing and will be answered via an Addendum. All questions must be submitted no later than **June 2, 2020 by 12:00PM CST**. Questions may be emailed to [wboesc@dcc.edu](mailto:wboesc@dcc.edu) or faxed to (504) 762-3089. A final 48-hour period after the issuance of the Addendum will be granted for questions which are directly related only to the answers provided in the Addendum. All addenda must be acknowledged by the bidder with the bid.

No addenda will be issued within a period of seventy-two (72) hours prior to the date set for the receipt of bids except an Addendum, if necessary, postponing the date of receipt of bids or cancelling the request for bids.

9. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the College to increase or decrease the amount at the unit price stated in the bid.
10. In the event a greater quantity is needed, the right is reserved by the College to increase the amount, at the unit price stated in the bid, for six (6) months from the date of award.
11. If the Vendor fails to make delivery within a satisfactory time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Vendor making the original unsatisfactory or late delivery.
12. Discounts for less than 1% and for less than thirty (30) days will not be considered in making awards.
13. **Bid openings are subject to any in place Executive Order or revised statute as it pertains to the current pandemic.** They shall, whenever any award is considered, furnish specific samples for examination upon request by the College. It shall also be specifically agreed and understood that the decision of the College shall be final.
14. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.

15. The college reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the College.
16. Successful bidder will furnish written factory instructions for the operation and maintenance of the equipment purchased.
17. Successful bidder will be responsible for the unloading and placing of equipment and/or supplies in the location designated by the College.
18. In case of default by the Vendor, the College reserves the right to purchase any or all items in default on the open market, charging Vendor with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Vendor will be considered until the assessed charge(s) have been satisfied.
19. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
20. Delivery is of the essence and the College reserves the right to award to that Vendor providing the earliest delivery date. The College also reserves the right to reject any Vendor who cannot make delivery within forty-five (45) days from the date of award.
21. Vendors are advised that all hazardous products must be accompanied by a "Hazardous Materials Data Sheet". This sheet must also include suggested antidotes for ingestion and other contact.
22. Items furnished shall be delivered to the College, uncrated, set in place, installed (if requested), and all debris removed by the Vendor.
23. Bidder must be able to provide a project timeline or leadtime if requested by Delgado Community College.

***\*\* End of Special Conditions***

#### IV. SPECIFICATIONS

##### ITEM # 1 – Type F1 Metalux CZRK Cruze LED Retrofit Kit -- Part # 24CZRK-LD4-50-UNV-L840-CD1-U or equivalent.

- F1: 2'X4' LED center basket retrofit kit for existing parabolic troffers. To match existing 2'X4' Cruz retrofit kits currently installed.

##### SPECIFICATIONS:

- F1: 2'X4', 5000 lumens, universal voltage 120/277, 80 CRI, 4000K, 0-10V dimming down to 10% standard

##### ITEM # 2 – Type F2 Metalux LED Cruze ST 22CZ2 – Part # 22CZ2-32-UNV-L840-CD1-U or equivalent.

- F2: 2'X2' LED center basket troffer. Troffer to have latch less design to provide clean architectural look. Fixture to match retrofit kit appearance from below the ceiling.

##### SPECIFICATIONS:

- F2: 2'X2', 3,280 lumens, universal voltage 120/277, 26 Watts, 80 CRI, 4000K, 0-10v dimming down to 1% standard, full fixture housing painted after fabrication for a clean finished look.

##### ITEM # 3 -Type F3 Halocom Retrofit kit collar ring – Part # HC8R40D010 or equivalent.

- F3: 7"-9" LED downlight retrofit kit to fit 7", 8" and 9" open frames, 4,000 delivered lumens, universal voltage, 80 CRI, color selectable technology, 43 watts, 0-10V dimming down to 1% standard, Energy Star certified

##### SPECIFICATIONS:

- 8.7" retrofit kit collar ring and junction box/driver pack fit 8.73" to 10.3" nominal ceiling cutout apertures with preinstalled 11.3" O.D. oversized matte white trim ring.

##### ITEM # 4 – Type F3 Halocom LED Module– Part # HM83040840 or equivalent.

- LED Module to produce 4,000 lumens at 4000K

##### ITEM # 5 – Type F3 Halocom Trim– Part # 81WDCWF or equivalent.

- Trim / Reflector with wide beam angle. Specular clear finish with white flange.

##### ITEM #6 – Shipping/Freight/Handling

- All shipping/freight/delivery charges necessary for the procurement and delivery of the above listed items to the location noted in the bid are to be included. Charges after the fact are not allowable.

**END OF BID DOCUMENTS**